



Human Resources 2006 Annual Report

City Hall
123 Washington Street
Columbus, IN 4720

Our Commitment!

Welcome to the Human Resource Department 2006 Annual Report!

The year was full of activity!

Our goal is to keep shine on Columbus! Our success begins with you!

Georgia Shipley and I pledge our continued support to the organization. ***Our goal continues to be to serve you (our customers) and the public in the most helpful and courteous manner.***

We wish you the best for 2006 and look forward to serving you in 2007!

Our Mission

In supporting the mission of the City of Columbus, the Personnel Department will carry-out and direct the personnel functions for the City.

We will continue to-

- Treat everyone with dignity and respect.
- Show compassion in dealing with employees.
- Conduct business in a professional style and act with integrity.
- Accept accountability for our decisions and actions.
- Be responsive with timely and accurate answers.
- Communicate in a clear, straightforward manner.
- Maintain an efficient operation.
- Be pro-active, innovative and flexible in identifying and meeting changing needs.
- Be cooperative with employees.

New City Policy Booklets- Available January 2007

A new and improved City Employee Policy Booklet was drafted and will be approved by the City Council during December 2006.

Several updates and clarifications were addressed. They include: Health Life and Disability; and Transferring Employees.

Full time employees will be trained on the new policies.

Please contact Georgia Shipley if you need a copy of the Policy Booklet.

Supporting Education

City Hall continues to maintain a working relationship with all schools. To this end, we welcome participation in High School Fairs; Area Vocational Days; Job Sharing Opportunities; and Senior

Projects. Additionally to support literacy, Chuck Boll is a member of the Bartholomew County Literacy Task Force and is a Reading Buddy at Schmitt School.

Personnel Department Supporting Higher Education

City Hall strives to maintain a working relationship with IUPUC, IVY Tech and Indiana Business College.

Chuck Boll had the opportunity to represent the City at several events- including IUPUC Career and Interview Night; IVY Tech Career Day; and IBC Career Day.

Personnel Supporting Columbus Young Professionals (CYP's)

Chuck Boll and Community Development assisted with the Mayor's nominations for the Governor's Young Professional Awards. This year **Valarie Chowning** received special recognition by being one of the 11 finalist. She received a special award and \$2,000.00 to support her choice of nonprofits. Columbus honorable mentions included **Nagesh Belludi and Amber Fischvogt**.

Personnel Supporting Local Business

Chuck Boll and Community Development assisted with the Mayor's nominations for the Governor's 50 & 100 Year Business Awards. **Indiana Business College- Columbus** was the Bartholomew County One Hundred Year Award winner. Fifty year Ward winner are- **Shorty's Lunch, Nichols Body Shop, Percifield Radiator, Millers TV, and Neal Paint & Wallpaper** business owners received special plaques.

Additionally, Chuck Boll participated in a couple ribbon cuttings during the year.

Drug Testing

Mandatory Drug testing continued in 2006 for full-time hiring. This has become a recognized requirement for City employment.

Year	1999	2000	2001	2002	2003	2004	2005	2006
Substance Abuse Terminations	2	0	2	1	1	1	0	0

Table: 2006 Substance Abuse

This success is helping our workplace become a safer place.

Our goal is for the City to be a drug free workplace. Employee Assistance Program (EAP) continues to help any employee or dependent with substance abuse issues and other personal problems.

Educational Updates For Department Heads

Regular emails on personnel issues were shared with Department Heads.

Topics included-

- *Wellness (Mayo Clinic and CRH Newsletter's)*
- *Exit Interviews*
- *Deferred Compensation*
- *Harassment*
- *PERF and Military Service*
- *Budgeting*

Personnel Website

During 2006, the Personnel Department was utilized for multiple job postings. Click on <http://www.columbus.in.gov/personnel-postings.phtml> to link.

Likewise, a portal exists via the Columbus Learning Center to City job postings.

Updates were announced via email and bulletin board postings to existing City employees.



Our Daughters and Sons to Work Day

Always the fourth Thursday in April.

Thursday, April 26, 2007 is Take Our Daughters And Sons To Work[®] Day.

If you are interested, please seek supervisor and Dept Head approval to have a child visit. Also, give thought to appropriate learning objectives which make the day out of school worthwhile for the student. Nationally, the theme "*Sharing Power & Possibility*" represents how our nation's daughters and sons envision their future lives at work, home, and in the community. Giving a voice to their vision today will help make it a reality for girls and boys tomorrow.

More information is available at the following link- <http://www.daughtersandsonstowork.org/>.

The Human Resource Department will have release forms for parents to sign.

Family Medical Leave Act

During 2006, several employees took leaves that qualified as FMLA time-off. The Personnel Policy Booklet helps in the coordination of the time-off.



Long Term Savings Plan- Take Charge Of Your Future

Edward Jones and Hartford have Jody Engelstad as the local plan administrators for the City employee retirement accounts. The increase is attributed to asset appreciation and 2006 contributions to the plan.

Year	2001	2002	2003	2004	2005	2006
Enrollment	198	227	232	236	247	237
Assets	-	\$2.533M	\$3.634M	\$4.628M	\$5.709M	\$6.695M

Table: 2006 Enrollment and Assets

Our goal is to keep our employees informed and offer a great choice of investment options for their financial well being.

Jody Engelstad is located at 713 Third Street and they can be reached 812-375-9160 to schedule an appointment.



City Hall Tours

It is always a special event to host a tour of City Hall.

Elementary students are eager to see the inside of the building. No matter how hectic their schedule, Mayor Armstrong and Pat Wilson are always generous with their time.

This year, many of the tours were coordinated between the Police Department, Fire Station No.1, Jail, Court House, and new Veterans Memorial.

Visitors	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Elementary Schools	826	546	851	900	500	600	400	400	350	350
Middle School	12	0	10	12	150	110	100	100	80	50
High School	8	40	6	10	75	50	50	50	100	75
Adults & Foreign Visitors	80	123	100	150	75	100	100	100	100	100
Total	926	709	967	1072	800	860	650	650	630	575

Table: 2006 City Hall Tours Estimates By Age Group

Tours can be scheduled by calling the Personnel Department at 376-2570.



March of Dime WalkAmerica

The Police Department, Clerk Treasurers Office, Personnel Office, and Risk Management participated in the 2005 March of Dimes 4 Mile Walk. City Hall hosted several meetings of the March of Dimes – including the Candlelight Vigil of preemies and flyers for dining out fundraisers at local restaurants.

Domestic Violence Training Provided By Turning Point

Amy Oliver, J.D. made two presentations to Department Heads. The topic was on how to eliminate DV from our community. Our goal is to protect all employees from DV and have a happy, safe and productive workplace. During 2007, this training will cascade throughout the organization.



2006 Columbus-Sister City Relationships

Miyoshi, Japan- Since serving as Columbus-Miyoshi Friendship Ambassador, Chuck Boll has helped out with visitors to our City.

The first Columbus based trip of 15 students was accomplished.

The group was made up of-

Danielle Winters, Kyra King, Tom Lutes, Jason Wampler, Courtnie Janicowski, Katie Jenkins, Jacob Hill, Kellie Sturgeon, Rachel Henry, Janice Montgomery, Elizabeth Bays, Sandi Smith, Curt Smith, Sarah Cummings, and Angi Halberstadt.

Another trip is in the works for 2008.

Aside from sending a delegation to Japan, several groups visited Columbus. Chuck helped with coordination and City Hall visits.

This good will contributes to the economic (business) and cultural development of our community.



Cell Phones

As a reminder, the City supports "green" recycling. This can be accomplished by donating electronic gear to Tech Reconnect or Bartholomew County Recycling. Cell phones, batteries and cords can be donated to the local Domestic Violence Shelter (Turning Point) for emergency use.



Office and Technology

The Human Resource Department remains standardized on a common office platform. Office CPU's and Monitors were upgraded. Use of the Microsoft Office suite and Outlook allow for sharing of files and data. This helps with the creation and sharing of calendars, brochures, and other documents.

Access Indiana Information Network continues to be utilized to check BMV licenses of employees using city vehicles and pool cars. Additionally, the Sexual Offender database is available.



Record Retention Guidelines

Ready for year-end housekeeping? Updated record retention guidelines are available from the Personnel Department. Call Georgia Shipley at 376-2570 for a copy.



Employee Assistance Program

The Employee Assistance Program continued to be offered to City employees by the Columbus Regional Hospital. Ray Morris and Sharon Chandler are EAP counselors. This confidential service is available to all full-time City employees.

EAP is located at 2526 East 17th Street. This is a red brick house with designated parking.

Referrals	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Self Referrals	70	55	50	60	53	30	35	38	44	37
Management Referrals	3	10	7	7	16	7	11	10	4	4
Other						21	29	27	35	20
Total	73	65	57	67	79	58	75	69	83	61

Table: 2006 EAP By Referral

Assistance	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Alcohol & Drug	8	5	4	4	8	6	8	7	8	4
Family & Relationship	31	23	20	33	40	32	39	37	50	35
Situational & Adjustment	19	17	9	13	12	6	13	11	5	5
Psychological & Psychiatric	15	20	24	15	17	13	14	20	20	16
Legal	0	0	0	2	2	1	1	1	-	1
Total	73	65	57	67	79	58	75	69	83	61

Table: 2006 EAP By Classification

If EAP services are needed, confidential appointments can be scheduled by calling 376-5450 (or 1-800-544-1471 Toll Free).

Local Emergency Food and Shelter Program

The mission of this group is to supplement and extend ongoing efforts to provide shelter, food and supportive service for the homeless. Chuck Boll (tenth year) attends trimester meetings. This group partially supports the Ecumenical Assembly; Human Services; Salvation Army; and Turning Point with \$14,000 of annual funding.



Audit & Review Committee

The Audit and Review Committee has existed since May 26, 1992. It was formed by the BOW Resolution No. 1, 1992.

The Audit and Review Committee for Citizen and Police Relations shall meet at least once each quarter.

"The Committee shall audit any and all operating procedures that give rise to complaints filed by citizens. The Audit and Review Committee shall make recommendations to the office of the Chief of Police and the Board of Public Works and Safety resulting from the audit of the complaint process, the review of the implementation of the Mayor's Task Force recommendations and the results of the needs assessment."

The Audit & Review Committee continues to hold quarterly meetings and review Citizens complaints of the Police Department. Ric King continues to serve as Chair with Chuck Boll serving as Secretary (Tenth). This year, the Police Department will approach 44,000+ contacts with the public. Community satisfaction and service levels remain at high levels with their safety services.

2007 Audit and Review Meeting Schedule		
6:00 PM	January 18, 2007 (2006 Year End Wrap-Up)	City Hall CR#3
6:00 PM	April 19, 2007	City Hall CR#3
6:00 PM	July 19, 2007	City Hall CR#3
6:00 PM	October 18, 2007	City Hall CR#3

Ric King is the Chair of the Audit & Review Committee.

Typical discussions of complaints include- The nature of the complaint, category, adherence to timeframes, resolution (history), resolution of carryover complaints and improvement areas for individuals, the department or process.

Additionally, Audit and Review Committee members have taken an interest in and advised the Chief on matters including: Police Recruiting and Retention (especially minority candidates); Cadet Force; Adult Citizens Academy; Learning Objectives Diversity Training for the Department; the recent Police Open House (Neighborhood Night Out) Members are also supportive of MLK Day; Human Rights Dinners, etc.

Chief Bill Martin pledges his support to the Committee.



Report On City-wide ADA Grievance Procedure

One (1) grievance was received for 2006. This involved the design and installation of an accessible ramp for Ethnic Expo. The ramp was completed and enjoyed by many attendees. A sincere thanks to the Ethnic Expo Staff and City Garage staff for a great job on this project.

Year	1998	1999	2000	2001	2002	2003	2004	2005	2006
Grievance	3	0	1	3	1	0	1	1	1

Table: 2006 ADA Grievance

Mayor's Committee For Accessibility & Inclusion

The Committee remains available to advise as necessary. Mike Rothrock serves as Chair and Edelle Rothrock is Secretary. March is Disability Awareness Month and October is National Disability Awareness Month.

Stone Belt held their annual celebration at City Hall. Annually, Chuck Boll welcomes the group and reads a proclamation.



Nonsmoking Enforcement In Columbus

Beginning February 2006, Chuck Boll began the enforcement of the newly passed Nonsmoking Resolution. This local law eliminated smoking from the workplace. Currently, the only exceptions to the rule are with Private Clubs and Bars.

Throughout the year enforcement mainly took the form of letters and visits. Only one citation was issued and paid.

Category	Contacts (Number of Complaints)
Public	Court House (2); Library (2); Churches (1); Post Office (2)
Private Business	Gas Station (1); Radio Stations (2); Cleaners (4); Tire Store (1); Grocery (1); Funeral Homes (6); Barber Shop (1); Restaurants (7); Recreation (3); Mfgs (6); Misc (3)
Bars and Clubs	Bar (1); Club (1)

Table: 2006 Nonsmoking Enforcement

Finally, Chuck Boll shared ongoing information on our Ordinance and enforcement with Bloomington, Evansville, Franklin, Greenwood, Greensburg, and the Indiana Tobacco Prevention Council of Indiana.

DollarWi\$e Campaign- 2007

City Human Resources and Indiana PERF are partnering to hold a regional education summit in Columbus. PERF representatives will be working with multi-county members- including City, County and Teachers. We plan on supporting this meeting as an opportunity for employee **FINANCIAL WELLNESS**.



2006- 2007 United Way Activity- Still Underway!

The City Hall United Way Campaign coincided with the community dates. To date, 60 employees completed pledge cards for a total of \$9,061.00. Cheer Fund and Shop With A Cop continued with great success.

In eleven years over \$100,000 has been generously contributed by City employees.

	1997	1998	1999	2000	2001	2002	2003	2003	2004	2005	2006 (YTD)
No. Employees	159	120	122	138	151	153	149	152	104	103	71
Total Contributions	\$6,937	\$8,995	\$9,792	\$8,740	\$9,000	\$10,600	\$9,897	\$14,533	\$9,565	\$8,716	\$9,061
Ave. Contribution	\$44	\$75	\$80	\$63	\$60	\$69	\$66	\$96	\$92	\$85	\$114

Table: 2006 United Way Contributions

2006-2007 United Way Contributor List

List currently under development!

Allmon, Dave
Andrews, Markel
Armstrong, Fred
Armuth, Nancy
Aspenson, Randy
Barranger, Dave
Bates, Dan
Baugher, Phil
Baughn, Katherine
Baxter, Geary
Bennett, Kevin
Beverage, Curt
Blasdel, Rod
Boll, Chuck
Brown, Bryan
Brummett, Cynthia
Burton, Bryan
Burton, Melinda
Cleland, Dan
Collins-Haywood, Stella
Conrad, Rebecca
Cooper Tinsley, Arlette
Cottrill, Eddie
Covert, Marcia
Douglas, Rebecca
Fletcher, John
Foster, David
Fox, Linda

Garrett, Laura
Gilpin, Tim
Goddard, John
Greathouse, Ronald
Hagerty, Dale
Harrell, Pamela
Helton, Danny
Holt, Deborah
Hoskins, Ron
Howell, Richard
Jewell, Mark
Jordan, Robert
Keller, Tammy
Keogh, Mike
Kittle, Cindy
LaBarbera, Sandy
Langferman, Dale
Larson, Lindia
Maley, Scott
Martin, Bill
McCarter, Johnny
McPeck, Kathleen
Morris, Aimee
Morrison, Brent
Norris, Jim
O'Neal, Lindsey
Parson, Doris
Rape, Ruthanne

Reeves, Keith
Robertson, Shaena
Rucker, Steve
Shepherd, Patricia
Shipley, Tony
Shrader, Sondra
Sims, Randy
Smith, Lorraine
Smith, Ronnie
Sneed, Jeff
Sons, James
Sprague
Stark, Sharon
Strait, Tiffany
Sullivan, Brenda
Sweeney, Douglas
Thompson, Rusty
Trisler, Alan
Welmer, Luann
Whitis, Terry
Whittington, Jeffery
Wilson, Patricia
Wilt, Chuck
Wood, Donald
Worton, James
Young, Lula
Zink, Steve



United Parcel Service Shipments

The Human Resources assists with numerous parcel shipments for Transit, Police, Fire and other Departments.

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
No.	159	120	108	103	163	108	107	47	106	103
Shipments										

Table: 2006 UPS Shipments

The Human Resources Department upgraded the UPS software several times during the year.



Administrative Services Budget

The 2007 budget was approved by the Mayor and Common Council.

This year a new position for the Executive Director- Redevelopment Managers salary (\$55,000) and office expenses were added to the Departmental budget.

Thank you for your continued support!

Account	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Personnel	\$197,863	\$204,884	\$212,184	\$220,763	\$227,974	\$233,523	\$194,376	\$204,730	\$212,531	\$298,068
Services										
Supplies	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,200
Other	\$14,798	\$14,400	\$14,400	\$14,580	\$14,580	\$14,650	\$14,650	\$18,860	\$16,985	\$17,873
Services & Charges										
Capital	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
Outlays										
Totals	\$215,111	\$221,734	\$229,034	\$237,793	\$245,004	\$250,623	\$211,476	\$226,040	\$231,966	\$319,441

Table: 2006 Administrative Budget



Number of Meetings At City Hall

City Hall continues to be a popular place to conduct business. Customer satisfaction is high for the coordination and scheduling assistance provided by Georgia Shipley.

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
No. Meetings	963	942	818	823	798	1098	1050	974	909	950

Table: 2006 Meetings

Although we do not cater for meetings, we do offer menus from selected restaurants that deliver for a small fee.

Contact the Personnel Department at 376-2570 to schedule your next meeting.

In a related matter, City Hall can help distribute excess food items from meals at City Hall. Over the years food has been delivered to: Eastside Community Center; George Junior - Columbus Group Home; Horizon House; and Turning Point/Domestic Violence. These agencies are thankful for your support.



Red Cross Blood Drive

During 2006 the City and County co-sponsor a Blood Drive. Typically, twenty-five (25) pints are collected. All blood is donated to help residents of the Community. All employees are encouraged to contribute to this worthwhile cause.

This year we experimented with online scheduling of donations. We will continue trying innovative ways to campaign.

The 2007 drive will be announced via email and postings.

Professional Development Of Staff

The Department took advantage of several local opportunities for development. Methods include traditional forms with AM Series Seminars, Business Break Luncheons, Local Conferences, job experience, professional memberships, self-instruction with the Internet with SHRM Webcasts, and utilizing other professional staff.

After 6 years on the SIHRA Board, Chuck Boll rotated off the Executive Committee.

Chuck Boll was re-elected as an at-large member of Indiana Municipal Personnel Administrators of Cities and Towns (IMPACT).

Wellness Programs

Indiana is 1st in Fast Food Restaurants; 4th in Cancer Deaths; 5th in Smoking; 5th in Sr Failure to get Flu Shots; 8th in Obesity; 12th in Diabetes; 15th in Heart Disease; 19th in Overweight; 29th in Pap Smears; 36th in Cholesterol Checks; 40th in Mammograms; 41st in Colon Testing; and 44th in Annual Physicals.

We are UNHEALTHY!

SO NOW IS THE TIME TO MAKE YOUR 2007 RESOLUTION-

Employees of the City of Columbus are encouraged to participate in healthful physical recreation. The City offers several single and family memberships at substantially reduced rates.

Activity	Employee Members 2005	Employee Members 2006	Membership Type
CERAland	10	18	Yearly
Tipton Lakes Athletic Club	11	16	Quarterly
Columbus FIT	11	24	1 Year Contract
Total Fitness	30	30	Quarterly
Weight Watchers	5	2	12 Weeks
CRH Wellness Classes	4	4	Quarterly / Yearly
Curves	3	1	

Table: 2006 Wellness Programs







Other inquires into how to obtain information and the registration process may be obtained by calling the Human Resource Department at 376-2570.

Employee Support of the Guard and Reserve (ESGR)

The City of Columbus remains one of the early qualified cities for the **Five Star Recognition**. This was for: 1. Signing a Statement of Support for the Guard and Reserve; 2. Reviewing our Personnel Policies; 3. Adopting Over and Above Policies to support Guard and Reserve Members; and 4. Being trained for administrating USERRA. Information is available by visiting www.esgr.com.

Enacted at the end of the first Gulf War, USERRA provides employment and reemployment rights for members of the uniformed services, including veterans and members of the Reserve and National Guard. Under USERRA, service members who leave their civilian jobs for military service can perform their duties with the knowledge that they will be able to return to their jobs with the same pay, benefits, and status they would have attained had they not been away on duty. USERRA also prohibits employers from discriminating against these individuals in employment because of their military service.

Nationally, more than 500,000 members of the National Guard and Reserve have been mobilized since the President's declaration of a national emergency following the attacks of September 11, 2001.



YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you any of the following because of this status:



- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.


ENFORCEMENT

- ☆ The U.S. Department of Labor; Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, depending on the employer, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.pdf>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365



ESGR
EMPLOYER SUPPORT OF
THE GUARD AND RESERVE
1-800-336-4590
Publication Date—February 2005

Department Attendance and Support

The Human Resource Department takes pride in attending and supporting many events throughout the year.

- **Christmas Tree Lighting** for Mayor Fred Armstrong and the community.
- Mayor's **Prayer Breakfast; ML King Breakfast; Human Rights Dinner; NAACP Freedom Dinner and Statewide Banquet.**
- **State of the City;** Fire Fighter Cheer **Fund Chili Cook-Off; United Way** Executive Meetings; and many dinners with representatives from our **Sister City-** Miyoshi, Japan and School Corporation.
- Community Meetings; **Board of Works** and Common Council Meetings; **Audit & Review;** Downtown Banner Committee; and Holiday Lights & Display Committee.
- **Mayor's Arts Award** winner.
- **Columbus IN Bloom!**
- **Local Emergency Food and Shelter Program Meetings** (Formerly known as FEMA); and Drug Prevention Council.
- **City Hall Holiday Open House** and **Neighborhood Community Meetings (3)**
- Multiple Chamber Events & Showcases (Women's Conference)
- **C4 Vocational Fair** at CEHS
- **CEHS Senior Projects-** Judging and mentor to Katie Jenkins (Senior)
- Hispanic Community meetings and Attended **Black Expo Career Fair;** Indianapolis, IN
- **National Family Week** in Columbus
- **Youth Leadership Awards-** Interviewer and participant
- Support Leadership Bartholomew County (LBC)
- Attended **Tim Wise** presentation on understanding Race Relations
- Anniversary of ADA and recognition of **Employee & Employer of the Year** with Stone Belt.
- Attended the annual Indiana **Humanities Council Summit** in Indianapolis, IN

Personnel Matters

Twenty-one (21) job postings were completed in 2006. This compares with 12 (2005); 21 (2004); 14 (2003); 18 (2002); 26 (2001); 42 (2000) and 38 (1999). The internet was utilized with most full time postings.

	1999	2000	2001	2002	2003	2004	2005	2006
Police	235	245	114	240	0	225	247	285
Fire	0	NA	0	NA	0	140	0	143

Table: Yield of Police and Fire Candidates

The next process for the Columbus Fire Department will be 2007.

All civilian jobs are posted at <http://www.columbus.in.gov/personnel-postings.phtml> , emailed and posted on the bulletin boards of City facilities. This includes the occasional part time position.

Equal Employment Opportunity Policy

Mayor's Annual Statement

It has been, and will continue to be, the policy of the City of Columbus to be an equal opportunity employer.

In keeping with this policy, the City is committed to the following:

- Recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, national origin, disability or veteran status.
- Base employment decisions so as to further the principles of equal employment opportunity.
- Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, city sponsored training, education, social and recreational programs, will be administered without regard to race, color, religion, sex, or national origin, disability or veteran status.
- Provide for a reporting and monitoring procedure.
- Designate the Human Resource Manager as Affirmative Action Officer who will assume implementation responsibilities for the program.

Annual Posters

As a reminder to all Facility Managers, every City facility should have a spot for the following posters.

FEDERAL

- Polygraph Protection Act Notice
- Federal Minimum Wage Poster
- Equal Employment Opportunity Poster
- Family Medical Leave Poster
- Uniform Services Employment and Reemployment Rights Act

INDIANA

- Indiana Minimum Wage Poster
- Indiana Child Labor Poster
- Indiana Workforce Development Act
- Indiana Worker's Compensation Notice
- Indiana Occupational Safety and Health Poster
- Indiana Civil Rights Commission

Please send me an email and let me know if any postings are missing. I will send you a pdf file of the posting to print and post.



2007 City Calendar

The City recognizes several holidays each year.

The following holidays will be recognized holidays for the City of Columbus:

Table: 2007 Holiday Schedule From Mayor's Office

2007
New Year's Day (Monday; January 1, 2007)
Martin Luther King's Birthday (Monday; January 15, 2007)
Good Friday (1/2 Day- Friday; April 6, 2007)
Election Days (Tuesday; May 1, 2007)
Memorial Day (Monday; May 28, 2007)
Independence Day (Wednesday; July 4, 2007)
Labor Day (Monday; September 3, 2007)
General Election (November 6, 2007)
Veteran's Day (Monday; November 12, 2007)
Thanksgiving Day Thursday; November 22, 2007)
Day After Thanksgiving (Friday; November 23, 2007)
Christmas Eve (Monday; December 24, 2007)
Christmas Day (Tuesday; December 25, 2007)
Other Holidays Designated By The Mayor

When any of these holidays occur on Sunday, the Monday succeeding shall be designated as the legal holiday. When any holiday occurs on Saturday, the Friday preceding shall be designated as the legal holiday.



**City Hall
Personnel Department
123 Washington Street
Columbus, Indiana 47201**

2006 Annual Report

Prepared For: